

NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE EMERGENCY ACTION PLAN

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A. EXPECTATIONS FOR DEPARTMENTS AND STAFF

Employees, Faculty, and Staff

- Are familiar with and follow the Emergency Action Plan.
- Participate in drills and training sessions as required.
- Walk through primary and secondary evacuation routes at least once to become familiarize with emergency exits.
- Know where hazardous conditions or situations in the area may exist.
- Know the location of flammable, biological, and other hazardous materials.
- Know where the fire alarm pull stations are located and know how to turn them on.
- Know where fire extinguishers are located in the building and how to use them.
- Know the different alarm sounds and how to respond accordingly.
- Know where the first aid kits are located in the building.
- Orient and inform students and visitors of procedures to be followed in case of a building alarm or emergency.
 - Students should have a brief orientation on the first day of class to assure that they are aware that evacuation is required when the fire alarm system is activated and that they know where the nearest exits are located.
 - Visitors unfamiliar with building procedures should be informed and assisted as appropriate.

Building Superintendent 1

- Acts as a liaison with the responding emergency service and others if a building emergency occurs.
- In his absence, the most senior skilled maintainer/maintainer will coordinate our response with the President or designee.
- Reviews the Emergency Action Plan at least annually and confirms that they are current.
- Schedules employee safety and security training.
- Coordinates and conducts fire drills with Dean of Administration.
- Assures that the appropriate College personnel are notified for all emergencies as necessary.

Instructors

- Provide class or audience with general information relating to emergency procedures.
- This information should be shared the first week of class or at the start of a seminar.
- Know how to report an emergency from the classroom being used. Not all classrooms have a telephone. Know where the nearest accessible phone is located.
- Assure that persons with disabilities have the information they need.
- The instructor should be familiar with the student's plan and be able to direct visitors with disabilities.
- Take responsible charge of the classroom and follows emergency procedures for all building alarms and emergencies.

Health & Safety Committee

- Receives information about security concerns from students, faculty, and staff and shares that information with the President.
- Reviews and analyzes staff response to critical incidents and makes recommendations for improving procedures.
- Provides a written summary of critical incidents to the President or his or her designee.
- Copies should be forwarded to the Dean of Academic and Student Affairs for student-related incidents.
- Assures that the appropriate College personnel are notified for all emergencies as necessary.
- Meets with students, faculty, and staff after an emergency has occurred to discuss plans to assure their safety.
- Assure that classroom instructors inform students about emergency procedures, exit routes, and assembly points during the first class meeting.
- Coordinate and record the results of fire drills with Building Superintendent 1.
- Attend training sessions and meetings to review procedures and duties, if necessary.
- Perform an inventory of first aid kits and supplies at least annually and restocks as necessary.

Director of Marketing and Public Relations

- Handles all contacts with the media.

B. DEFINITIONS

The President or his or her designee serves as the overall Emergency Director during any major emergency or disaster. The following definitions of a crisis and emergency are provided as guidance to assist staff in determining the appropriate response.

Report incidents immediately to the Dean of Administration or his designee by calling 738-6409, or 738-6408. If you receive no answer at the above numbers **during business hours**, call the information center at 738-6300. The campus operator will then contact the Dean of Administration or his designee to inform them of the problem. Evening hours call 309-1915.

Crisis Situation

A crisis situation is defined as any situation or event that is identified by the President or his/her designee as having a significant adverse impact on the campus community as a whole.

Emergency

Minor Emergency: Any incident, potential or actual, which will not seriously affect the overall functional capacity of the College.

Major Emergency: Any incident, potential or actual, which affects an entire building or buildings, and which will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the College Administration during times of crisis.

Public Health Emergency: An occurrence or imminent threat of a communicable disease, except sexually transmitted disease, or contamination caused or believed to be caused by bioterrorism, an epidemic or pandemic disease, a natural disaster, a chemical attack or accidental release, or a nuclear attack or accident that poses a substantial risk of a significant number of human fatalities or incidents of permanent or long-term disability. During a public health emergency, direction for all higher education institutions will come from the Connecticut Department of Public Health. However, it may be necessary for the President and Dean of Administration to make decisions about College operations dependant upon local conditions.

Building Emergency: A condition during which a specific building and its occupants are subjected to, or potentially subjected to, special precautions/actions necessary to maintain order and to safeguard College personnel and property. Upon determination that conditions exist which could lead to a state of emergency or has the potential of existing in a single building through events restricted to a building (i.e., bomb threat, equipment malfunction, etc.), the Dean of Administration shall be notified immediately. The Dean of Administration will immediately inform the President. The President and the Dean of Administration shall implement the necessary procedures and notify appropriate personnel to ensure the safety and protection of the persons and property in the building. All contacts with the media will be handled by the Director of Marketing and Public Relations. Any inquiries from media representatives are to be referred to that office.

Disaster: Any event or occurrence which has taken place and has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential.

Assumptions: The Emergency Action Plan is predicated on a realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster. Therefore, the following are general possibilities:

- a. An emergency or a disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.
- b. The succession of events in an emergency are not predictable, therefore, published support and operational plans will serve only as a guide and checklist, and may require field modification in order to meet the requirements of the emergency.
- c. Disasters may affect residents in the geographical location of the College. Therefore, city, county, state, and federal emergency services may not be available. A delay in off-campus emergency services may be expected.
- d. A major emergency may be declared if information indicates that such a condition is developing or is probable.
- e. The route of ingress and egress to the College may be restricted.

C. CAMPUS STATE OF EMERGENCY

The authority to declare a campus state of emergency rests with the President or his or her designee as follows:

During the period of any campus major emergency, The Dean of Administration shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and secure control and access to campus physical facilities. The Dean of Administration shall immediately consult with the President and Building Superintendent regarding the emergency and the possible need for a declaration of a campus state of emergency. Depending on the nature of the emergency, a determination will be made as to the level of evacuation, if any.

In the event of fires, storms or major disaster occurring in or about the campus, or which involves College property, Building Superintendent and other appropriate College personnel will be dispatched to determine the extent of any damage to College property.

D. TYPES OF EMERGENCIES

The following is a list of the types of emergencies that can be experienced by a college:

1. Natural Causes
 - Ice Storm
 - Severe Winter Storm
 - Building Emergency (Structural damage caused by any emergency)
 - Public Health Crisis
2. Accidental Causes
 - Fires (chemical, natural gas, electrical or ordinary structural)
 - Hazardous chemical accidents or spills (vapor or liquid)
 - Transportation accidents (airplane, railroad car, automobile/truck)
 - Explosions (compressed gas, containerized liquid or man made)
 - Prolonged utility outages (gas, electricity, cooling system, water)
3. Societal Causes
 - On-campus civil disturbance
 - Hostage situation
 - Bomb-threats or explosions
 - Terrorist action

E. INITIAL EMERGENCY PROCEDURES

The initial and primary source for all emergency information is the Dean of Administration, (738-6409/6408). While the Dean of Administration may not be the first to detect an emergency situation, as soon as he or she is notified, the following initial steps will be taken:

1. Upon notification or observation of an emergency situation, the Dean of Administration will:
 - a. Ensure that the appropriate alarms have been activated (fire, radio, or the Emergency Notification System) to alert the campus community of approaching/imminent danger.
 - b. Notify city and county emergency personnel as needed.
 - c. Dispatch sufficient staff to the scene to alert the campus community and to prevent harm or destruction of College or private property.
 - d. Notify the President of the emergency/disaster.
2. The Dean of Administration will take the immediate steps necessary to intervene in the emergency to reduce the threat of potential injury or loss of life or property. He or she will inform the President of the emergency situation directly, and other key staff as appropriate.
3. The Director of Marketing and Public Relations will be notified of the emergency situation. If appropriate, the media will be notified and all external communication and request for information will flow through that office.

F. ESTABLISHMENT OF THE EMERGENCY COMMAND CENTER (ECC)

The President's conference room will serve as the Emergency Command Center (ECC). The alternate ECC location will be the Founder's Hall Conference Room. Should the primary and secondary locations be destroyed or not available, the off campus ECC for the main campus will be located at Joyner Learning Center.

Emergency Management Team (EMT) Members

- President
- Dean of Administration
- Director of Marketing and Public Relations
- Dean of Academic and Student Affairs
- Dean of Continuing Education
- Director of Human Resources

G. DELEGATION OF AUTHORITY:

In the event of the absence of the President, the line of authority is:

1. Dean of Administration
2. Dean of Academic and Student Affairs
3. Dean of Continuing Education
4. Director of Human Resources

H. EMERGENCY PRIORITY TASKS

In any major emergency there are certain general tasks that must be performed. These are listed below in three priority categories.

Priority 1

1. Insure the safety of students, staff, and visitors.
2. Determine the nature and severity of the situation.
3. Establish liaison for needed assistance from off-campus;
 - A. Local/State/Federal law enforcement
 - B. Local fire/rescue units
 - C. Local hospitals/paramedic units
 - D. Local political jurisdiction offices: Mayor, County Executive
4. Notification of persons using the Emergency Notification System.
5. Establishment of communications, both radio and telephone.
6. Shutdown of dangerous utilities.
7. Application of fire suppression measures if safe and possible.
8. Provision of medical aid.
9. Initiation of search and rescue operations.
10. Control of hazardous substances.

Priority 2

1. Determine the extent of suspension of business and for how long.
2. Survey of facilities and utilities and recertification for use as appropriate.
3. Notification of selected local radio or television stations of any suspension or curtailment of activity.
4. Establishment and maintenance of public and media information.
5. Dissemination of information on campus.
6. Control of criminal activity on campus (control access in and out of campus).
7. Provisions for psychological assistance to trauma victims, as needed.

Priority 3

1. Survey of valuable materials and equipment (Library, Laboratories, etc.).
2. Survey of records, documents, and data.
3. Survey of academic and other departmental requirements.
4. Determination and consideration of financial concerns.
5. Determination and consideration of legal and liability concerns.
6. Acquisition of necessary supplies and equipment.
7. Resumption of full or limited academic and other programs and schedules.
8. Notification of selected local radio and television stations of resumption of activities.

I. CAMPUS EVACUATION

EVACUATION PLAN

CAMPUS EVACUATION

Evacuations of all or part of the campus grounds will be announced by the President and/or the Dean of Administration. All persons are to immediately vacate the area in question. Instructors and their designees are responsible for assisting persons with disabilities.

BUILDING EVACUATION

In the event of an emergency necessitating the evacuation of a building; i.e., fire, explosion, smoke, fumes, or other factors, the following procedures are to be followed immediately. The signal for such evacuation will be constant ringing of the fire alarm. Upon notification, secure your workstation, gather your personal belongings and leave the building in an orderly fashion for one of the following sites:

BUILDING

FOUNDERS HALL

FOUNDERS HALL ANNEX

NORTH BUILDING

ADMINISTRATION BUILDING

WHITE BUILDING

LEARNING RESOURCE CENTER

ENGLISH HOUSE

GOULET HOUSE

GREENWOODS HALL

JOYNER BUILDING

CHILDCARE CENTER

ART & SCIENCE CENTER

ASSEMBLY POINT

Park (green directly across from Founder's Hall)

"

"

"

"

"

"

"

Parking lot south end near church

Parking lot far southwest corner

Corner of Walnut St. and Wetmore Ave.

Parking lot south end near Holabird Ave.

In the event of an emergency (Fire or medical):

- Call 911.
- Give specific location and any possible information.
- If the emergency is a fire or chemical spill/gas leak, pull the nearest fire alarm.
- Alarms and fire extinguishers are generally located near each exit.
- Familiarize yourself with the location of the exits and extinguishers.
- Immediately notify the switchboard: 738-6300.
- Inform Dean of Administration's Office: 738-6409/6408.

1. Elevators will not be used during the emergency; therefore, proceed as follows:

- A. Move quickly, without running, to the designated area posted near the door of each room.
- B. Close all doors after exiting room or office.
- C. Move away from buildings to facilitate the maneuvering of emergency vehicles.
- D. Guide, assist, and command, if necessary, to insure proper evacuation.

2. Disabled Persons

- A. Course schedules of all mobility disabled students and staff will be kept in appropriate administrators' offices so that the individual's scheduled location will be available to fire and other emergency personnel.

- B. Course schedules of mobility restricted/disabled students will be distributed to the following offices:
 - i. President's Office
 - ii. Dean of Continuing Education
 - iii. Dean of Academic and Student Affairs
 - iv. Dean of Administration
 - v. Information Desk
 - vi. Building Superintendent

- C. Whenever possible, handicapped individuals will be notified prior to fire drills so that they can use the elevator to leave the building.

- D. In those building areas where direct evacuation through self-help by the disabled individual is possible, the first available staff person is requested to assist the disabled person with evacuation.

- E. All personnel can assist the physically impaired by walking slowly by the individual's side, especially down the stairs.

- F. At each building location where a wheelchair or other mobility restricted student is unable to evacuate the building, a fire evacuation location will be designated for the individual to go to and await assistance from the fire emergency personnel.

- G. The fire evacuation locations will be filed with the local fire department, local fire marshal, and state and local agencies.

- H. In those areas where evacuation by fire emergency personnel is required, a staff member is requested to wait with the disabled individual to aid in the evacuation.

- I. Handicapped individuals should be assisted by the classroom instructor or the individual in charge of the area. The wheelchair-confined person should be accompanied to the nearest fire evacuation location where he/she should wait to be evacuated by fire department personnel.

- J. The fire evacuation location will be one where fire emergency personnel can see a visual signal for help, if at all possible:

Fire Evacuation Location

Art & Science Center:	
Middle Level	Room Open Space 216
Upper Level	Around Balcony
Founders Hall:	
Basement	Room B01, B07
Second Floor	Room 201, 207
Third Floor	Room 301, 307
Founders Hall Annex:	
Basement	Room B10
First Floor	Room 109
Faculty Offices 2nd floor	Room 208, 218
Faculty Offices 3rd floor	Room 308, 318
GreenWoods Hall	
First Floor	Room 124, 110
Second Floor	Room 224, 215
Third Floor	Room 314, 306

3. Emergency telephone numbers of Fire Department, Rescue, etc. are posted in the public areas on bulletin boards. IT IS ESSENTIAL THAT THE APPROPRIATE SERVICE BE CALLED IMMEDIATELY,
4. An emergency route chart will be posted in the classrooms and offices.

J. SPECIFIC EMERGENCY PROCEDURES

EMERGENCY TELEPHONE NUMBERS

Emergency (all locations)	911
State Police	800-497-0403 or 860-824-2500
Winsted Police	379-2721
Building Superintendent	309-1915
Information Center	738-6300
Security Officer	309-1914

FIRE

KNOW THE LOCATION OF FIRE EXTINGUISHERS, FIRE EXITS, AND PULL ALARM SYSTEMS IN YOUR AREA AND HOW TO USE THEM.

In the event of a fire, follow these steps:

1. If an emergency exists, activate the manual pull station building alarm system.
 - A. If a minor fire appears controllable, promptly direct the charge of the fire extinguisher toward the base of the flame.
 - B. If large fires appear uncontrollable, activate the manual pull station building alarm system, then DIAL 911. Proceed to evacuate all rooms, closing all doors (if possible) to confine the fire and reduce oxygen – **DO NOT LOCK DOORS!**
2. When the building alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.
3. **ASSIST THE DISABLED** in exiting the building! Use the stairs: **DO NOT USE THE ELEVATORS** during the fire.
4. **DO NOT PANIC OR CAUSE OTHERS TO PANIC!**
5. Once outside, move to a clear area up wind, if possible, at least 300 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
6. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a police officer.

NOTE: Should you become trapped inside a building during a fire and a window is available, place an article of clothing (shirt, a coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. DO NOT PANIC!

ACCIDENTS AND THEFTS

All accidents, thefts, or offenses that occur on campus must be reported to the Dean of Administration. Keep records of all serial numbers of valuables. Mark your auto accessories

so that they can be identified. Write your name in all textbooks. Do not leave valuables in your car. Always keep cars locked.

ACCIDENTS AND THEFTS – ON-CAMPUS

Witnesses or victims of an accident or theft should use their good judgment about the need to call for emergency personnel (911) but must contact the Dean of Administration at 738-6409/6408 to report the incident. The college has no responsibility for personal vehicles, but will assist in the exchange of driver information and the investigation of accident.

EMERGENCY ACCIDENT/ILLNESS PROCEDURES

There are various forms and procedures to follow regarding accidents or illness involving employees, students, and visitors. Even though these procedures should be followed, witnesses or victims of an emergency should use their good judgment about the need to call for emergency personnel (911) or to take the injured person to an emergency room. Following is a brief description of these procedures.

- **Personal Injury of a Student**

In the event that a student is injured on campus, a Personal Injury Report for Student is filled out by the staff member present and forwarded to the Dean of Academic and Student Affairs (or designee) and to the Dean of Administration for the College. The Dean of Academic and Student Affairs keeps a copy.

- **Personal Injury of a Visitor**

If a visitor is injured, the Personal Injury Report is filled out by the staff member present and forwarded to the Dean of administration and kept on file in that office. A copy is located in Appendix A of this Emergency Action Plan. Blank forms are kept in the Dean of Administration's office.

- **Accidents Involving Pedestrians, Motor Vehicles, Bicycles, Animals, or Any Fixed Object**

These accidents MUST be reported to the Dean of Administration. The Dean of Administration will then complete a NCCC Accident Report Form and forward it to the Human Resources Office. Blank forms are kept in the Dean of Administration's office.

OCCUPATIONAL ILLNESS OR INJURY

First Report of Employee Injury or Illness form is filled out for any employee who is injured or becomes ill due to occupational duties while working at Northwestern Connecticut Community College. The employee's immediate supervisor completes this form and copies are forwarded to the Director of Human Resources within 24 hours of the accident or illness. Blank copies of the First Report of Employee Injury or Illness may be obtained in the Human Resources office, and a supply should be kept on file in each office. The Director of Human Resources will use the information provided in this form to complete the First Report of Employee Injury or Illness Form when applicable. It includes pertinent background information, the nature of the injury, and a record of the supervisor's knowledge of the injury. After completion, the form is filed with the State Board of Claims and a copy filed in the Human Resources office.

NOTE: DURING ELECTRICAL STORMS, WE REQUEST YOU PLEASE WAIT UNTIL NO THREAT OF LIGHTNING EXISTS BEFORE ASKING BUILDING SUPERINTENDENT FOR ASSISTANCE.

MAINTENANCE EMERGENCY

1. Any maintenance emergency should be reported immediately to Building Superintendent by calling 309-1915 (cell), 738-6346, or 738-6347. These emergencies may include:
 - Power (electrical) outages, electrical problems
 - Water leaks, ruptured water line
 - Gas leaks
 - Sewage problems
2. If you receive no answer at the above numbers during business hours and a maintenance emergency exists, call the campus operator at 738-6300. The campus operator will then contact the Dean of Administration or his designee to inform them of the maintenance problem. If a problem occurs after hours, call the Maintenance cell phone 309-1915, or Security at 309-1914.

**WARNING! NEVER TOUCH LIVE WIRES.
DO NOT ATTEMPT TO RESCUE A PERSON EXPERIENCING ELECTRICAL SHOCK.
SHUT OFF POWER WHERE APPLICABLE.**

PUBLIC HEALTH CRISIS

In the event of a public health crisis, whether local, regional, or national, the College may be called upon to close in the interest of public health. As a result, all employees will be sent home until such time that the Department of Public Health determines that the threat has passed and state officials reopen schools. Instructors should have a contingency plan as classes will also be on hiatus until the College reopens. All faculty and staff should be aware that if the College is closed, it may be for as few as a day or two or for as long as several weeks. In the case of a public health crisis, stay tuned to local radio and television stations for updates. They will also indicate when the College has reopened and classes will resume.

Northwestern Connecticut Community College is part of all Public Health Emergency Response Plans as an institution of higher learning. The emergence of new influenza viruses, specifically SARS and H5N1 ("avian flu") in the last decade has prompted federal and state public health departments to develop these plans to reduce the number of individuals who may become ill during an outbreak of a strong influenza strain or other public health crisis.

There are currently no people in the U.S. affected by H5N1, nor have there been any reported cases of the virus in domestic or migratory birds in the U.S. However, this situation could change in the near future or it is possible that we may never see a case here in the U.S. As a result of this uncertainty, it is important to be aware of/and prepared for the outcome of an influenza outbreak in Connecticut while remaining calm and optimistic.

Keep in mind that as much as 40% of the workforce could be out of work for any given two week time period during public health crisis, and voluntary (in-home) quarantines for those that are ill may be stressed by local, state, or federal officials even if the College has not yet closed. While it is important to abide by this request if it is given, this means that it may be difficult to obtain basic necessities during this time frame. Follow standard preparedness procedures for ensuring enough food and water for an extended period. It is recommended that all NCCC employees visit the Connecticut Department of Public Health's website: <http://www.dph.state.ct.us/>

WHILE THERE HAS BEEN NO EVIDENCE OF HUMAN-TO-HUMAN SPREAD OF H5N1, there are some steps that all students, faculty, and staff can take to remain personally healthy and to help to keep others healthy as well.

Prevention of disease is the most important:

- Cover your mouth and nose when coughing. Encourage others to do the same.
- Use appropriate methods to clear nasal passages and promptly discard used tissue.
- Wash your hands frequently with soap and water. Mild soap and water are sufficient.

If you do become sick (with ANY sort of illness):

- Stay at home. You will recover faster and will help to prevent the spread of illness to others.
- Drink plenty of fluids and make sure that someone is aware that you are ill.
- Limit physical activity and get plenty of rest.
- When you are feeling better, return to work but no sooner. You may still be carrying the virus or bacteria that made you ill so continue to follow extensive hygiene procedures to reduce the risk of transmission.

BOMB THREATS

IN THE EVENT OF A THREATENING CALL:

1. **DO NOT** hang up on telephone threats; try to keep the caller talking.
2. Attempt to gather as much information as possible. Attempt to learn the following:

Where is the bomb located?

When is the bomb set to go off?

What does the voice sound like (man, woman, child, accents, etc.)?

What is the explosive?

What does it look like?

Were there any identifiable sounds in the background?

What building is it in?

Did you place the bomb?

Why was it set?

Where are you calling from?

Exact wording of the threat?

3. NOTIFY SOMEONE NEARBY THAT YOU ARE TALKING TO A THREATENING INDIVIDUAL. HAVE THE PERSON CALL THE CAMPUS OPERATOR AT 738-6300 AND THE DEAN OF ADMINISTRATION AT 738-6409/6408.

4. If the caller hangs up, immediately call the Information Center at 738-6300 and relay pertinent information. After 4:30, call security at 309-1914, or call the local police.

5. Stay on campus! You will be the first person the police will want to interview.

6. The information center or security guard will then notify the President of the situation and a determination will be made concerning the action to be taken. The command center will be the President's conference room. If the threat is in the Administration Building, the command center will be the Founder's Hall conference Room.

7. In the event that you must evacuate the building, follow the procedures outlined below:
 - A. Activate the fire alarm system in your building. Go to designated evacuation area for your building.
 - B. Quickly look around your area and take note of anything out of the ordinary. Take nothing with you except personal items such as purse, coat, car keys, umbrella, or briefcase.
 - C. As you leave the building at the nearest exit, take note of anything unusual in the hallways/stairs.
 - D. Remain in the designated area for your building until you are notified to return.

SUICIDAL CRISIS INTERVENTION

Procedures for Intervention of Suicidal Tendencies:

NOTE: The guidelines listed below are suggestions only. Employees are expected to exercise their best judgment in dealing with crisis situations in order to insure their personal safety and the safety of others.

Once an administrator, instructor, or staff member is aware of an individual with suicidal tendencies, the employee should determine the level of the crisis and respond using the following as guidelines:

1. **EMERGENCY LEVEL:** This level describes an individual who is making an attempt on his or her life now, or is threatening an immediate attempt. In this situation you should:
 - A. **Call 911 IMMEDIATELY**
 - B. TAKE STEPS TO ENSURE YOUR OWN SAFETY AND THE SAFETY OF OTHERS
2. **Primary Level:** This level describes an individual who is seriously depressed and who has given thought to end his or her life. He or she might have a plan and means for carrying out that plan. He or she might also have experienced traumatic situations and behavioral changes. This individual, while not threatening his or her life now, may do so later. In this situation you should:
 - A. Not leave the individual alone.
 - B. Appear confident that you can help the individual.
 - C. Immediately escort the individual to the Student Services Counselor if individual requests help.
 - D. If the individual is a college employee and requests help, IMMEDIATELY refer the person to the Human Resources Office at 738-6325, or their supervisor.

HOMICIDAL CRISIS INTERVENTION

Procedures for Intervention of **Homicidal Tendencies:**

NOTE: The guidelines listed below are suggestions only. Employees are expected to exercise their best judgment in dealing with crisis situations in order to insure their personal safety and the safety of others.

Once an administrator, instructor, or staff member is aware of an individual with homicidal tendencies, the employee should assess the level of the crisis and respond using the following as guidelines:

1. **EMERGENCY LEVEL:** This level describes an individual who is making an attempt on someone else's life now, or is threatening an immediate attempt. In this situation you should:
 - A. **Call 911 IMMEDIATELY**
 - B. TAKE STEPS TO ENSURE YOUR OWN SAFETY AND THE SAFETY OF OTHERS

2. **Primary Level: This level describes an individual who poses imminent danger and who has expressed intent to harm another individual.** He or she might have a plan and means for carrying out that plan. He or she might also have experienced traumatic situations and behavioral changes. This individual, while not threatening another individual's life now, may do so later. In this situation you should:
 - A. Not leave the individual alone.
 - B. Appear confident that you can help the individual.
 - C. Immediately escort the individual to a campus administrator in charge if individual requests help.
 - D. If the individual is a college employee and requests help, IMMEDIATELY refer the person to the Human Resources Office at 738-6325, or their supervisor.
 - E. Notify the Campus Security for their information and assistance.

HAZARDOUS CHEMICAL SPILL OR GAS LEAKS

Any spillage of a hazardous chemical or gas leak should be reported immediately to Building Superintendent by calling 738-6346, or 738-6347.

If you receive no answer at the above numbers during business hours and a maintenance emergency exists, call the campus operator at 738-6300. The campus operator will then contact the Building Superintendent or Maintenance personnel to inform them of the problem.

1. If an emergency exists outside away from a building, CALL 911 and evacuate the area.

2. If an emergency exists in or near a building, CALL 911. Walk quickly to the nearest marked exit and alert others to do the same.
 - A. Natural gas leaks, detected by a distinct sulfur ("rotten-eggs") smell, may bring danger of an explosion. It is essential that buildings with natural gas leaks be evacuated until the source of the leak can be found and repaired.
 - B. Natural gas rises and will often be outside because most gas lines are outside of a building. Natural gas is mixed with Tertiary Butyl Mercaptan to give it odor. The gas goes up and the odor goes down. If an odor is detected in the building, do the following:
3. ASSIST THE DISABLED in exiting the building! Use the stairs: DO NOT USE THE ELEVATORS during a chemical spill or gas leak.
4. DO NOT PANIC OR CAUSE OTHERS TO PANIC!
5. Once outside, move to a clear area up wind, if possible, at least 300 feet away from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
6. When reporting, be specific about the nature of the involved material and exact location.
 - A. Emergency 911 Personnel will contact the necessary specialized authorities.
 - B. The on-site instructor should vacate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of the emergency personnel.
 - C. Anyone who may be contaminated by the spill should follow proper decontamination procedures. They are also to avoid contact with others as much as possible, remain in the vicinity, and give their names to the emergency personnel.
 - D. Individuals exposed to gas leaks should be escorted as soon as possible to a well-ventilated area.
 - E. Required first aid and clean up by specialized authorities should be started at once.
7. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a police officer. After any evacuation, report to the assembly points listed in Section I.

TOXIC FUME RELEASE (OFF CAMPUS)

1. During an accidental industrial release of toxic fumes from chemicals or other emergencies where the air quality threatens persons on one of the campuses, Shelter-in-Place is recommended.
2. Shelter-in-Place simply means staying inside the building you are in or seeking shelter in the nearest available building.
3. It is the responsibility of the local authorities to notify the college to issue orders for in-place sheltering during chemical emergencies generated off campus. The Campus Emergency Notification System will immediately be activated. All employees, students and visitors outside should be directed to enter the nearest building.
4. Shelter-in-Place Procedures:
 - A. Go inside the building.
 - B. Close all windows and doors.
 - C. If one is available, turn on your television or radio for further information.
 - D. If eyes, nose, or throat become irritated, protect your breathing passages by covering your mouth and nose with a damp cloth, take frequent, shallow breaths, and STAY CALM!
 - E. Do not leave the building until you receive official notification from the Fire, Police, or College administration that the danger has passed.

MEDICAL EMERGENCIES & VIOLENT CRIMES

Life Threatening Emergencies

DON'T WAIT - CALL 911!!

1. Life Threatening Emergencies Include:
 - A. Unconsciousness
 - B. Difficulty Breathing
 - C. Choking
 - D. Seizures
 - E. Chest Pain
 - F. Serious Bleeding
 - G. Rape/Assault
2. GET HELP!
 - A. IF ALONE, run to the nearest telephone and dial 911
 - B. IF NOT ALONE, send someone to the nearest telephone and dial 911 (NOTE: All pay phones are programmed to dial 911 without a coin.)
 - C. If the nature of the emergency can be determined, report it
 - D. If possible, report if the person is Conscious, Breathing or Bleeding.

3. Render aid as appropriate.
4. If possible, send someone to meet Emergency Personnel to direct them to the scene.

General Medical Problems (Injuries/Illness)

1. General Medical Problems (Injuries/Illness) include conditions with no threat to life or limb.
2. Render aid as appropriate.
3. Direct the person to the nearest First Aid Kit.
4. If needed, accompany the person or send another person with them.
5. Ask if they need assistance to home, hospital or doctor. (Note: you should never transport a person to the hospital yourself, always call an ambulance.

First Aid

1. First Aid Kits are located in the following designated offices and in all science laboratories:
 - A. Founders Hall Information Center/Science Labs/Faculty Secretary Office
 - B. Learning Resource Center Main Desk
 - C. Joyner Center – Main Floor
 - D. Greenwoods Hall – 2nd floor
 - E. Childcare Center

CAMPUS SECURITY SERVICES

A security officer is on duty at the main campus from 8:00 a.m. to 10:00 p.m. Monday through Friday. The officer is here for your safety and protection and to maintain a safe and inviting physical environment. Duties of the security officer change according to campus needs and include:

- Patrolling campus – exterior and interior; monitoring students, employees and visitors.
- Traffic control – accident investigation, issuing parking violations.
- Accompanying student to classroom and/or vehicles when they feel unsafe and request these services.

Other Campus Security Telephone Numbers:

Dean of Administration
Building Superintendent

738-6409/738-6408
738-6346/738-6347

TEMPORARY CLOSINGS

The President will confer with the Dean of Administration and other appropriate personnel on all closings due to emergencies or inclement weather.

For inquiries about possible closures or cancellations:

- Students:
 - Students should listen to the radio and television stations listed below. Any class day missed as a result of bad weather or emergency conditions will be rescheduled as appropriate.
- Employees:
 - **During school hours:** You will be notified by your supervisor regarding temporary cancellations or campus closing.
 - **During non-school hours:** Listen to the radio and television stations listed below.

Once authorized, the Dean of Administration is responsible for contacting all area radio and TV stations. The following radio and TV stations will be called first. Employees and students are encouraged to call the snowline (860) 738-6464 or listen to the following radio and TV stations:

RADIO STATIONS	TV STATIONS
WTIC AM - 1080 (HARTFORD AREA) WTIC FM - 96.5	WVIT - CHANNEL 30
WRCH FM - 100.5 (HARTFORD AREA) WZMX FM - 93.7	
WDRC FM - OLDIES 102.9 WDRC AM - 1360 (HARTFORD) WSNG AM - 610 (LITCHFIELD) WWCO AM - 1240 (WATERBURY) WMMW AM - 1470 (MERIDEN)	WFSB - CHANNEL 3
WKZE AM - 1020 (SHARON) WKZE FM - 98.1	
WZBG FM - 97.3 (LITCHFIELD) WATR AM - 1320 (WATERBURY)	WTNH - CHANNEL 8

K. APPENDIX A: STUDENT INCIDENT REPORT FORM

NCCC INCIDENT REPORT FORM



Name of Injured:

Student Number:

Role at NCCC (student, employee, etc.):

* Complete this region for injuries and illnesses

1. Date:

2. Time:

3. Location (Building and Room):

4. Staff Member Present:

5. Incident/Occurrence Description (attach incident account of the injured person if they are able to write/give account):

6. Causal Factors: (List the Root Cause, elimination of which would have prevented the incident, as well as any Contributing Causes.)

7. Lessons Learned:

8. Corrective Actions to Prevent Recurrence: (Indicate whether actions have been taken or are planned, as well as the party responsible for each action.)

Completed by:

Date:

9. Comments by Dean of Administration:

Dean of Administration: _____ Date:

10. Comments / Health and Safety Review:

cc: Dean of Administration, Division Director/Supervisor, Above-named Faculty Member,
Student

Rev. 8/24/07

This document is adapted from the Dyersburg State Community College Emergency Action Plan